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**TO:** Mayor and City Commissioners  
**RE:** Study Session Meeting Agenda  
**FROM:** Richard U. Nienstedt, City Manager

A Special Call Study Session is scheduled for **February 15, 2016 at 4:00 pm** at Carnegie Cultural Center, 501 S. Main. The following items will be presented:

**I. Public Comments**

**II. Items to be Placed on the Regular City Commission Agenda**

- a. Minutes from the February 3, 2016 Regular Meeting and February 8, 2016 Study Session *Pgs. 3-8*
- b. Airport Master Plan Recommendation - Michael Haeffele *Pg. 9*

**III. Items for Presentation and Discussion**

- a. Discussion of February 17, 2016 Regular Commission Meeting - Richard U. Nienstedt *Pg. 10*
- b. Select Mayor Pro-Tem
- c. Annexation Update Report - Wynndee Lee and Richard U. Nienstedt
- d. Ottawa Community Arts Council - Bill Schleiter
- e. City Manager's Report
  - March 14 Study Session
  - March 16 Regular Meeting
- f. Commissioner's Reports
- g. Mayor's Report

**IV. Announcements**

- February 17, 2016 Special Call **Regular** Meeting for Location Change, 9:30 am, Keim Bakery, 304 S. Main
- February 17, 2016 Joint City/County/USD 290 Luncheon, 12:00 pm, City Hall
- February 22, 2016 Study Session, 4:00 pm, City Hall
- February 29, 2016 Study Session, 4:00 pm, City Hall
- February 29, 2016 Special Call Mtg for Commission/Dept Director Retreat, 5:00 pm, City Hall

**52 Tips for Successful Public Service by E.A. Mosher**

#11. Don't be misled by the strong demands of special interest groups who want it done now, their way. Your job is to find the long-term public interest of the community as a whole, and you may be hearing from the wrong people.

**V. Adjourn**

**VI. Items Already Placed**

- a. Supermarket Industrial Revenue Bonds
- b. Agreement with Kansas City Power & Light
- c. Minutes from the February 1, 2016 Study Session

**Regular Meeting Minutes  
Commission Chambers  
101 S Hickory, Ottawa, Kansas  
Minutes of February 3, 2016**

The Governing Body met at 7:00 pm this date with the following members present and participating to wit: Mayor Skidmore, Commissioner Dickinson, Commissioner Caylor, Commissioner Reed and Commissioner Graves were all present. A quorum was present.

Mayor Skidmore called the meeting to order and welcomed the Chamber Audience and led the Pledge of Allegiance to the American Flag. The invocation was given by Todd Miller with Cherry Street Wesleyan.

**Consent Agenda**

The Governing Body reviewed minutes from the January 11, 2016 and January 25, 2016 Study Sessions; January 11, 2016 and January 12, 2016 Special Call Meetings for Commission Retreat; the January 20, 2016 Regular Meeting; and the current agenda approval. Commissioner Reed made a motion, seconded by Commissioner Graves to approve the consent agenda. The motion was considered and upon being put, all present voted aye. The Mayor declared the consent agenda duly approved.

**Public Comments**

None offered at this time.

**Declaration**

None were given at this time.

**Proclamation—Boy Scout Week**

Commissioner Dickinson read a proclamation recognizing February 7-13, 2016 as Boy Scout Week. The Boy Scouts of America were incorporated on February 8, 1910. Each year this anniversary is commemorated with Scout Week. Boy Scouts provide an educational program for boys and young adults to build character, train in the responsibilities of participating citizenship, and develop personal fitness. The proclamation was accepted by members of Ottawa Cub Scout Packs and Boy Scout Troops.

**Ordinance—Conditional Use 27 E Rockwood**

The Governing Body heard from Community Development Director Wynndee Lee regarding a request to approve an ordinance for a conditional use permit to allow a group home with 10 residents on the property located at 27 E Rockwood Dr. This is in an R-1 Low Density Dwelling District. Mrs. Lee stated a public hearing was held, with no concerns expressed from the neighborhood. The Planning Commission recommends approval of this conditional use permit by a vote of 6-0. Commissioner Reed and Commissioner Caylor thanked the developer for his work to create a great facility. Commissioner Graves made a motion, seconded by Commissioner Reed to adopt this ordinance. The motion was considered and upon being put, all present voted aye. The Mayor declared the ordinance duly adopted and the ordinance was numbered Ordinance No. 3907-16.

### **Ordinance—Amending Chapter 18, Article II**

The Governing Body heard from Community Development Director Wynndee Lee regarding a request to approve an ordinance amending Chapter 18, Article II of the Municipal Code. This amendment would refer all inquiries on vacation of rights-of-way, easements, dedication building setback lines, alleys, and subdivisions to Article 12 of the Subdivision Regulations. Commissioner Caylor made a motion, seconded by Commissioner Dickinson to adopt the ordinance. The motion was considered and upon being put, all present voted aye. The Mayor declared the ordinance duly adopted and the ordinance was numbered Ordinance No. 3908-16.

### **2016 Street Rehabilitation Plan**

The Governing Body heard from Public Works Director Michael Haeffele regarding the 2016 Street Rehabilitation Plan. This plan is to maintain and improve street conditions in the City and includes a proposed list of streets targeted for rehabilitation from 2016-2019. Mr. Haeffele explained this plan focuses on getting rid of gravel streets by using chip and seal; as well as, doing mill and overlay on two streets and the east parking lot located in the 200 block of Walnut Street. The plan is available on the City website. Mr. Haeffele is requesting approval to start the bid process for this Street Plan not to exceed \$230,000. Commissioner Caylor made a motion, seconded by Commissioner Graves to approve the 2016 Street Rehabilitation Plan. The motion was considered and upon being put, all present voted aye. The Mayor declared the plan duly approved.

### **Rock Creek Business Development Park Engineering Service Recommendation**

The Governing Body heard from Utilities Director Dennis Tharp regarding a recommendation for the Rock Creek Business Development Park Engineering Service. The Engineering Selection Committee comprised of five members selected by Franklin County and five selected by the City of Ottawa concluded their review of written proposals, interviews and a deliberation process to provide a final recommendation of PEC/Bartlett & West as the Engineers to the City and County Commissions. Commissioner Dickinson expressed his appreciation for the process and outcome, Commissioner Reed made a motion, seconded by Commissioner Dickinson to approve the engineering team of PEC/Bartlett & West to provide engineering services for the Rock Creek Business Development Park. The motion was considered and upon being put, all present voted aye. The Mayor declared the recommendation duly approved. Mr. David Lee with PEC and Mr. Darren Ammon with Bartlett & West thanked the Governing Body for allowing this joint venture to continue.

### **Kansas Electric Utilities Task Force Strategic Assistance Agreement**

The Governing Body heard from Utilities Director Dennis Tharp regarding a request for approval of Kansas Electric Utilities Task Force Strategic Assistance Agreement. The Agreement is to allow both private and public electric utilities of Kansas to work in cooperation together in the event of an emergency or disaster has overwhelmed local and regional resources. This action will enhance currently existing mutual aid programs and efforts. Commissioner Caylor made a motion, seconded by Commissioner Graves to approve the agreement. The motion was considered and upon being put, all present voted aye. The Mayor declared the agreement duly approved.

### **Report by City Manager**

City Manager Richard U. Nienstedt reported:

- The city received notification the state has funded a submittal for a jet fuel dispensing unit to be located at the Municipal Airport.
- Expressed his deep appreciation to Commissioner Dickinson for what he brought to the governing body, stating "I have appreciated your service to this community".

### **Report by City Commissioners**

Commissioner Graves stated the CALEA presentation last Friday, which recognized the efforts of Chief Butler, Sgt. Hawkins and the City Police Department, was a great celebration.

Commissioner Graves thanked Commissioner Dickinson for his time on the commission.

Commissioner Caylor thanked Commissioner Dickinson for his service and recognized and thanked Commissioner Dickinson's family as well.

Commissioner Reed thanked Commissioner Dickinson for his commitment the Governing Body. Commissioner Reed stated the Governing Body is trying a new approach to move meetings out into the public, stating that upcoming meetings will be at the Carnegie Cultural Center and Keim Bakery. Commissioner Reed thanked Public Works Director Michael Haeffele for his efforts in getting rid of gravel streets in Ottawa.

Commissioner Dickinson expressed his thanks to fellow commissioners and former commissioners. This opportunity has been one of the most fulfilling experiences. Commissioner Dickinson challenges future commissioners to stay aggressive, respect the City of Ottawa's history, embrace the future, and find more ways to involve all members of the community. Commissioner Dickinson thanked the citizens of Ottawa for their insight, opinions, and support. He stated his goal is to create a community where he can raise his family. Mr. Dickinson thanked his wife, boys, and parents, stating it has taken all of them to allow him to serve as Commissioner. Commissioner Dickinson stated they will be staying in the community and they look forward to continuing to improve the community.

### **Report by Mayor**

Mayor Skidmore thanked Meg Dickinson for her time as well as while Commissioner Dickinson has served on the Commission. Mayor Skidmore stated Commissioner Dickinson will be missed and appreciates him staying in and continuing to be involved in this community.

### **Commissioner Resignation**

Commissioner Caylor made a motion, seconded by Commissioner Reed to approve Commissioner Dickinson's resignation, creating a vacancy on the Commission. The motion was considered and upon being put, all present voted aye. The Mayor declared Commissioner Dickinson's resignation duly approved. Mayor Skidmore presented Commissioner Dickinson with a plaque in honor of his service to the community and the Ottawa City Commission.

### **Executive Session**

City Attorney Blaine Finch stated the need for an executive session for a period of 20 minutes for personal matters of noon-elected personnel with himself present.

February 3, 2016

Unofficial until Approved

### **Recess**

Commissioner Caylor made a motion, seconded by Commissioner Reed to recess into executive session with City Attorney Blaine Finch present for personal matters of non-elected personnel, (more specifically to discuss the City Manager's annual review), for a period of 20 minutes to reconvene at 8:05 pm. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly recessed.

### **Reconvene**

Commissioner Caylor made a motion, seconded by Commissioner Reed to reconvene into the regular meeting at 8:05 pm. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly reconvened.

### **Adjournment**

There being no further business to come before the Governing Body, Commissioner Caylor made a motion, seconded by Commissioner Graves to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 8:06 pm.

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Carolyn S. Snethen, City Clerk

**Study Session Minutes  
Ottawa, Kansas  
Minutes of February 8, 2016**

The Governing Body met at 4:00 pm this date with the following members present and participating to wit: Mayor Skidmore, Commissioner Caylor, Commissioner Reed and Commissioner Graves. A quorum was present.

Mayor Skidmore called the meeting to order.

**Public Comments**

None offered at this time.

**Minutes to Review**

The Governing Body reviewed minutes from the February 1, 2016 Study Session. It was agreed to place this item on the next regular meeting agenda, February 17, 2016.

**Department Focus Session on Utilities**

The Governing Body heard from Utilities Director Dennis Tharp regarding the utilities department including staff accomplishments, projects, and teamwork between various groups under the utilities department.

**Department Focus Session on Public Works**

The Governing Body heard from Public Works Director Michael Haeffele regarding the public works department including staff accomplishments and the various projects taking place within the department.

**February 15<sup>th</sup> & 17<sup>th</sup> Commission Meetings**

The Governing Body heard from City Manager Richard U Nienstedt regarding the final details for the February 15, 2016 Study Session meeting held at Carnegie Cultural Center and the February 17, 2016 Regular Commission Meeting held at Keim Bakery.

**City Manager's Report**

City Manager Richard U. Nienstedt reported:

- National League of Cities will be coordinating visits differently this year.
- Flood Insurance Recommendations will be coming soon to a study session meeting.
- The City and Ottawa University are going to be sponsoring a Diversity Conference at Ottawa University from 1:00 pm – 6:00 pm on March 24, 2016.
- There have been conversations with PEC/Bartlett & West and the planning process has started on the new industrial park.
- The Vacancy Notice for the Commission seat will be going out shortly. The deadline for applications will be March 2<sup>nd</sup>. The Governing Body will have until March 19<sup>th</sup> to make a selection.
- The City has received \$6447.88 from the Service Line Warranty Program. Commissioner Reed requested to have a representative from Service Line Warranties come to speak to the Governing Body.

February 8, 2016

Unofficial until Approved

### **Introduction of New Employee**

Community Development Director Wynndee Lee introduced Sarah Anzicek as the new planner in the Community Development Department.

### **Mayor's Report**

Mayor Skidmore reported:

- There is a blood drive tomorrow, February 9, 2016, at Ransom Memorial Hospital from 12pm – 6 pm.

### **Announcements**

Mayor Skidmore announced:

- February 15, 2016: Special Call Study Session for Location Change, 4:00 pm, Carnegie Cultural Center, 501 S Main
- February 17, 2016: Special Call Regular Meeting for Location Change, 9:30 am, Keim Bakery, 304 S Main
- February 29, 2016: Study Session, 4:00 pm, City Hall
- February 29, 2016: Special Call for Commission/Department Director Retreat, 5:00 pm, City Hall

### **Adjournment**

There being no further business to come before the Governing Body, Commissioner Caylor made a motion, seconded by Commissioner Graves to adjourn the meeting. The motion was considered and upon being put, all present voted aye. The Mayor declared the meeting duly adjourned at 5:08 pm.

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Carolyn S. Snethen, City Clerk

CITY OF OTTAWA, KANSAS  
PUBLIC WORKS DEPARTMENT  
MEMORANDUM

TO: Richard U. Nienstedt  
FROM: Michael Haeffele  
COPY TO: City Commission  
SUBJECT: Airport Master Plan  
DATE: February 10, 2016

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The major requirement to receive funding from the Federal Aviation Administration (FAA) for the airport is to have a current Airport Master Plan. Our current master plan was completed in 2001 and schedules us to update the plan this year. Master plans are considered good for 15 years, after that, enough has changed that they become obsolete. Some of the regulation changes that typically happen in this amount of time are air space requirements, clear space requirements, and environmental considerations. This project is mostly funded by the FAA with approximately 10% matching funds from the City.

A selection committee was established prior to sending out Requests for Qualifications (RFQ). The selection committee consisted of Michael Haeffele – Director of Public Works, Dennis Tharp – Director of Utilities, Glora Mathews – Assistant to the City Administrator, Jack Miller – Chairman of the Airport Advisory Board, Chad Caylor – Member Airport Advisory Board, and Blake Jorgensen – Community Member. After the selection committee was established, we advertised for Requests for Qualifications.

We had 5 qualified firms submit Statements of Qualifications (SOQ). Each firm gave an informal presentation to 4 members of the selection committee. Although not all members were available for the presentations, each SOQ was read and reviewed thoroughly by each committee member and Alfred Benesch & Company from Manhattan, Kansas stood out as the unanimous top pick.

We respectfully request your approval of Alfred Benesch & CO. to update the Airport Master Plan.

Respectfully submitted,

Michael W. Haeffele  
Public Works Director

## **February 17<sup>th</sup> Regular Meeting City Commission Conversation Questions**

1. What are your thoughts on the City Commission compensation level? (5 minutes)
2. What are the best communication venues for the City to utilize? (5 minutes)
3. What are your thoughts on revising the vicious dog ordinance? (5 minutes)
4. What type of businesses do you think should be recruited to Rock Creek Business Development Park? (5 minutes)

**The purpose of these questions is to begin a conversation on timely topics. They are not the only questions that may or should be asked by the public.**